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1-30-2017

Evaluation of Senior Administrators

The College at Brockport, College Senate

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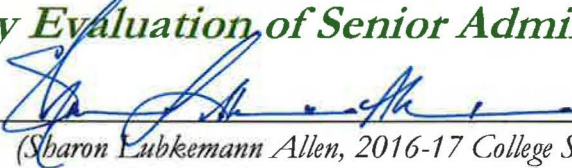


TO: Dr. Heidi Macpherson, College President

FROM: The College Senate: **09/26/16**

RE: **→** I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: ***Faculty Evaluation of Senior Administrators*** (#61_15-16FP)

Signed:  Date: 01/12/2017
(Sharon Lubkemann Allen, 2016-17 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sharon Lubkemann Allen, College Senate President


FROM: Dr. Heidi Macpherson, College President

RE: **→** I. Decision and Action Taken on Formal Resolution (circle choice)
a. ☒ Accepted - Implementation Effective Date **: _____
**Implementation of resolution requires final approval from SUNY- State Education Department. YES NO (CNS)
b. Deferred for discussion with the Faculty Senate on ____/____/____
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged ____/____/____

b. Comment:

Signed:  Date: 1/30/17
(Dr. Heidi Macpherson, President, The College at Brockport)

DISTRIBUTION:

Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.



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Brockport, New York 14420
585-395-2586 * 585-395-2246 (fax)
senate@brockport.edu
brockport.edu/collegesenate

Resolution #30 2015-2016 College Senate

Supersedes Res #: _____



TO: Dr. Heidi Macpherson, College President

FROM: The College Senate: 05/02/16

RE: → I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: ***Faculty Assessment of Senior Administrators*** (#61_15-16FP)

Signed: Alison Parker Date: 6 / 2 / 16
(Alison Parker, 2015-16 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Alison Parker, College Senate President

FROM: Dr. Heidi Macpherson, College President

RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted - Implementation Effective Date**: Fall 2017
**Implementation of resolution requires final approval from SUNY- State Education Department. YES NO Yes
b. Deferred for discussion with the Faculty Senate on 8/29/16
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged ____/____/____
b. Comment:

Signed: Heidi Macpherson Date: 7/6/16
(Dr. Heidi Macpherson, President, The College at Brockport)

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**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

DEADLINE FOR SUBMISSIONS: February 28

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

Routing Number <i>Routing # assigned by Senate Office 2015-2016</i>	61_15-16FP <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	54_12-13FP

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format**: include this proposal cover page, proposal, attachments and support letters from your department chair and dean if applicable.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to dlamphron@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Evaluation of Senior Administrators

2. **BRIEF DESCRIPTION OF PROPOSAL:**

Updates resolution #19 2012-2013 (proposal #54_12-13 FP).

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** ☐ NO ☐ YES **EXPLAIN YES**

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

5. **HOW WILL THIS AFFECT TRANSFER STUDENTS (ie: Transfer Paths)**

<http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/suny-transfer-paths-all-2015/>

6. **ANTICIPATED EFFECTIVE DATE:**

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
4/11/16			

8. **SUBMITTED BY:** (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Timothy Stoller	Delta College	5949	tstoller@brockport.edu

9. **COMMITTEES:** (Senate office use only)

Standing Committee	Forwarded To	Dates Forwarded
<input type="checkbox"/> Executive Committee	Standing Committee	4/11/16
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	04/11/16, 09/19/16
<input checked="" type="checkbox"/> Faculty & Professional Staff Policies	Senate	04/18/16, 05/02/16, 09/26/16
<input type="checkbox"/> General Education & Curriculum Policies	College Senate President	06/02/16
<input type="checkbox"/> Graduate Curriculum & Policies	College President	07/06/16
<input type="checkbox"/> Student Policies	OTHER	
<input type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES: On 07-06-16 President Macpherson Deferred for discussion with the Executive Committee (8-29-16)and Senate (09-12-16)

RES #01_2016-2017

ANNOUNCED @ EC Meeting 09/19, Senate Meeting 09/26/19

**EVALUATION OF CAMPUS ADMINISTRATORS
(REVISION OF RESOLUTION #19 2012-2013)**

WHEREAS the College Faculty Senate in 1990 did resolve to create an instrument to periodically evaluate the President of the College at Brockport, and

WHEREAS the State University of New York's University Faculty Senate's 2005 Governance Committee Report, Faculty Evaluation of Administrators, identified regularly scheduled senate-based faculty survey evaluations of administrators as "best practices," and

WHEREAS the 2012-2013 President of the Senate for the College at Brockport charged the Faculty and Professional Staff Policies Committee with creating a senate-based instrument for the periodic and regularly scheduled evaluation of senior administrators, and

WHEREAS the Faculty and Professional Staff Policies Committee used the instrument created in 2013 to complete the evaluation of the deans in the spring of 2014 and of the VPs, Vice, Associate and Assistant Provosts, and the Chief Communications Officer in the spring of 2015, and

WHEREAS the Faculty and Professional Staff Policies Committee found the 2013 instrument and procedures outlined in Resolution #19 2012-2013 to be in need of revision in both content and execution, therefore

BE IT RESOLVED

That the Faculty and Professional Staff Policies Committee shall develop a new instrument formatted according to national norms and in keeping with best practices to evaluate the administrators who have been in their administrative function for at least three years at the time of evaluation. The order of the recurring three year evaluation cycle shall be: Deans (2016-2017), the VPs, Vice, Associate and Assistant Provosts, and Chief Communications Officer (2017-2018), and the President (2018-2019). Further,

That the Faculty and Professional Staff Policies Committee appoint an ad hoc Evaluation Subcommittee to oversee the confidential administration, collation, and distribution of the administrator evaluations each cycle. Further,

That said Evaluation Subcommittee shall see to it that person in charge of collating and distributing a given administrator's evaluation is not a direct subordinate of said administrator to avoid any conflicts of interest. Further,

That the constituency for the surveys (the survey takers) shall constitute those faculty and professional staff represented by UUP who are under the supervision of the administrator being evaluated. The relevant constituencies shall be proposed each evaluation cycle by the Faculty & Professional Staff Policies Committee and approved by the Executive Committee.

Further,

That the Faculty and Professional Staff Policies Committee shall engage a third-party administered web-based survey tool (Surveyz, by Qualtrics, for example) to execute the survey created by the Faculty and Professional Staff Policies Committee and verify that the committee's designees shall be the only college employee to have access to the tool. Further,

That said party contracted for that purpose will ensure complete anonymity for all survey takers and confidentiality for the administrators being evaluated but will in no way contribute to or modify the survey instrument. Further,

That the results of said surveys shall be distributed only to the administrators being evaluated, their supervisors, and the President of the College Senate. Further,

That the Senate and Faculty Staff and Policies Committee shall review, modify, and/or change the evaluation instrument before every new evaluation cycle and present any changes to the Executive Committee for approval before commencing with the new three year cycle of evaluations.